



Google Calendar is coming July 31st* - *Are You Ready?*

What to do *Before* July 30th

- ☐ Learn how to use Google Calendar
 - Hands on training (go to Employee Self Service to sign up)
 - Lecture training - several 50 Auditorium and 66 Auditorium sessions (see Training at <http://lbl.gov/google>)
 - Self training (go to <http://lbl.gov/google> for FAQs and videos)
- ☐ Review the results of an Oracle to Google test migration at <http://gcal.gtest2.lbl.gov> (data as of June 30th). Did it work for you? Please fill out a survey here <http://l.lbl.gov/gcal-survey>.
 - Do you have the permissions to other calendars that you need?
 - Are most of your meetings there?
- ☐ Make changes in Oracle if needed
 - If you don't have the permissions you need for a calendar you manage, ask them to give you those permissions in Oracle (e.g., check the "Full Designate Rights" box).
 - If you've removed yourself from meetings that you organized, reschedule those meetings so they'll migrate.
 - If you were invited to meetings by UCB staff, create duplicate meetings on your calendar so they'll migrate.
- ☐ Add your Oracle contacts and groups to your Google Contacts (see FAQs at <http://lbl.gov/google>, or email help@lbl.gov for support).
- ☐ About a week before the migration, log in to the real Google Calendar (<http://gcal.lbl.gov>) and confirm that you have the access rights that you need. If not, send a request to help@lbl.gov. Watch for a TABL article for an announcement that the access rights are ready for your review.

What to do *After* August 1st

- ☐ Log in to Google Calendar at <http://gcal.lbl.gov>
- ☐ Log in to Oracle Calendar (you will get an email warning you that Oracle calendar shouldn't be used for scheduling).
 - Compare your Oracle Calendar to your Google calendar
 - Reschedule any missing meetings
- ☐ Learn more about Google Calendar (<http://lbl.gov/google>)

* *Note:* You will use Oracle Calendar through Friday, July 30th, and you will start using Google Calendar on Monday, August 2nd. Neither Google or Oracle calendar will be available during the migration weekend.